



## How to Select Multiple Frames or Cells & Change Formatting

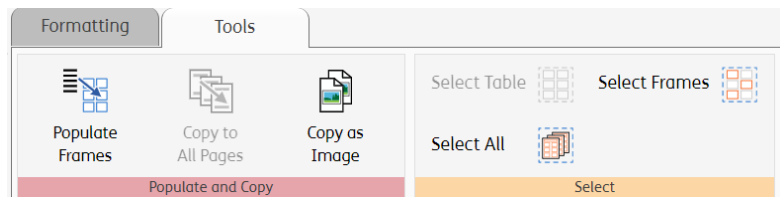
It is possible to select multiple cells (or frames) in order to change the formatting. This can be useful for display items, such as visual timetables, where you may wish to alter multiple cells/frames in one go.

### Selecting Multiple Cells

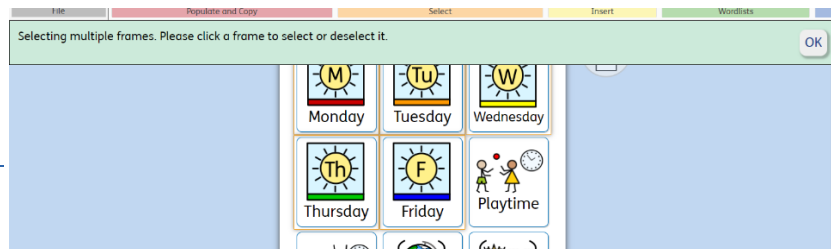
Begin by opening your chosen template. There are 2 different methods to select all of the cells.

#### Method A:

1. Click to select the **Tools Tab** and use the **Select Frames** option (or choose **Select All** if this is what you need)



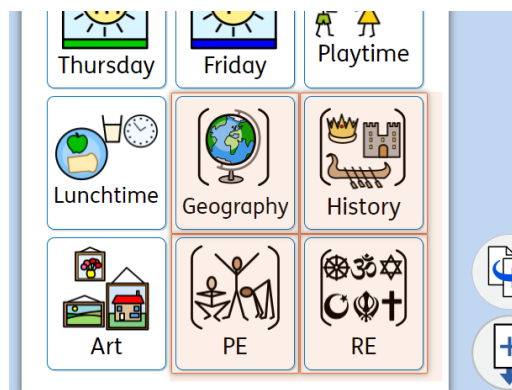
2. You will see the green pop-up. **Click** on the frames/cells you wish to select, then **OK**



3. You are ready to format – see the next section

#### Method B:

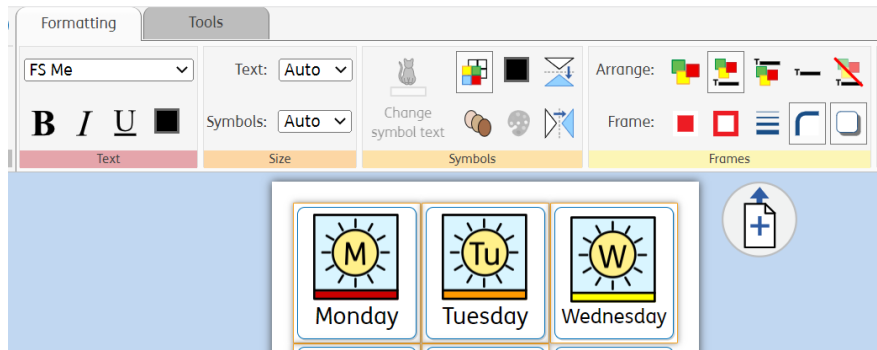
4. **Click** on the edge of a frame you wish to select
5. Keeping the mouse button pressed, **drag** across all the frames you want to select
6. You are ready to format – see the next section



## Changing content and colours in Templates.

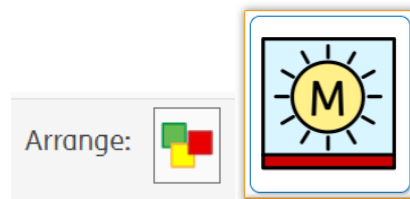
Once you have **frames** selected you can change a variety of elements in the frames

1. Click on the **Formatting Tab**. You can change elements in the **Frames** option



2. To change the **arrangement** of symbols and text, click on the appropriate icon to achieve the different available results

### Symbol Only:



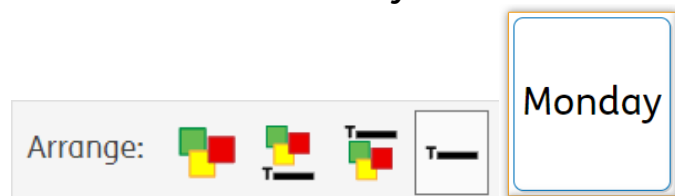
### Symbol Above Text:



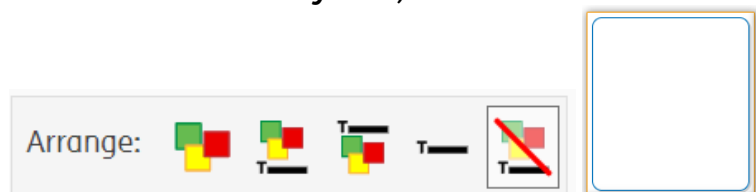
### Symbol Below Text:



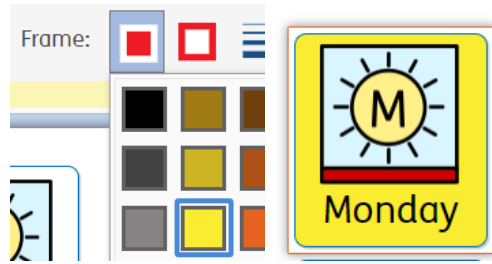
### Text Only:



### No Symbol, No Text:



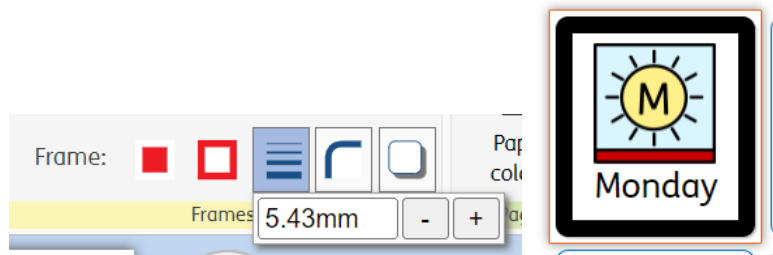
3. To change the background colour of a frame click the box and click the chosen colour



4. To change the frame outline colour



5. To change the thickness



6. To toggle a change to the corner shape



7. To toggle a shadow on or off

